
JOB DESCRIPTION

TITLE: CERTIFIED RECOVERY SPECIALIST – POLICE ASSISTED DIVERSION (PAD)
REPORTS TO: PAD PROGRAM COORDINATOR, PHILADELPHIA
CLASSIFICATION: NON-EXEMPT, FULL TIME

SUMMARY: The Certified Recovery Specialist (CRS) will work in partnership with Police Officers and behavioral health professionals in Philadelphia to engage individuals who may benefit from recovery support services. The CRS will serve as a role model, mentor, advocate and motivator to recovering individuals in order to help prevent relapse and promote long-term recovery. Must have current valid driver's license, insurance and vehicle; position is based out of Philadelphia with the expectation that the CRS will meet with eligible individuals at locations within the 22nd and 39th Philadelphia Police Districts.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Must be a Certified Recovery Specialist with at least one year of experience working in behavioral health field; must be in recovery with at least 2 years sustained, current recovery history.
- Pennsylvania Criminal Record Check, The Pennsylvania Child Abuse History Clearance, FBI Criminal History Background Check and Motor Vehicle Record Check required.
- Position is based in Philadelphia with the expectation that the CRS will meet with eligible individuals at locations within the 22nd and 39th Police Districts.

ESSENTIAL DUTIES:

- Engage in relationship building and active listening with individuals to establish rapport, as evidenced by empathetic and active listening, communicating in a non-judgmental way, recognizing addictive behavior.
- Work with hospital personnel in emergency or crisis situations; facilitate access to appropriate resources, negotiating and connecting individuals with resources and navigating the systems.
- Conduct self in an ethical manner by adhering to the PCACB codes of ethics, standards of practice, and Council policy and procedures.
- Maintain valid driver's license and safe driving record.

DAILY JOB RESPONSIBILITIES:

1. Work under the guidelines of Philadelphia's Pre-Arrest Diversion (PAD) program leadership, following policy and procedures to support the work of the PAD program.
2. Engage the individual and establish rapport; provide peer-based recovery support, coaching and encouragement to individuals contemplating or actively seeking help with substance use recovery.
3. Provide recovery education to service recipients for every phase of the recovery journey from pre-recovery engagement, recovery initiation, recovery stabilization, and sustained recovery maintenance.
4. Assist the individual to identify and prioritize strengths and needs, using various techniques that engage individuals to self-disclose.
5. Assist in the development and enhancement of an individual's comprehensive individualized recovery plan, recognizing many pathways to recovery, accessing and advocating for recovery and community resources. The goal should be to transition from

professionally assisted recovery initiation to personally directed, community supported recovery maintenance.

6. Identify emergency or crisis situations and facilitate access to appropriate resources, negotiating and connecting individuals with resources and navigating the systems.
7. Conduct self in an ethical manner by adhering to the PCACB codes of ethics, standards of practice, and Council policy and procedures.
8. Actively identify and support linkages to community resources (communities of recovery, educational, vocational, social, cultural, spiritual resources, mutual self- help groups, professional services, etc.) that support the recovering person's goals and interests. This will involve a collaborative effort including the recovering person, agency staff and other relevant stakeholders.
9. Maintain project logs, reports and accurate records in appropriate files and database(s), adhering to program standards.
10. Maintain confidentiality regarding information received during the facilitation of recovery support services – maintain current understanding of federal, state and local confidentiality rules and regulations.
11. Engage in continuing professional development relative to recovery support services, applying practical and professional knowledge and experience. Maintain CRS credential.
12. Other duties as directed by Executive Director and/or Management Staff.

COMPENSATION: Commensurate with experience and other qualifications.

REVISED: March 2019

Employee Signature

Date

Supervisor Signature

Date